

Instructions for HgToolkit Excel Spreadsheet

Date: 8/20/02 version 3.5

The HgToolkit has numerous embedded macros that will sort and chart your entered data automatically when you use the "Sort Data" or "Chart Data" buttons that are located on each of the four worksheets. If you choose to use these sorting and charting features, you must choose "enable-macros" from the dialog box that will automatically appear when the HgToolkit is initially opened.

The HgToolkit has been set-up with some data (Approximate Weight Per Units) entered into it, and you will notice what may appear to be errors in the formulas. The formulas have been tested and are functional. Several lines have been added to each Hg page for thermostats and any "other" devices that may contain Hg. You will need to estimate the grams of Hg contained in the device and input it into the Approximate Weight Per Unit (gm unless noted) column (Colored coded pink). The formulas and the charting features are set-up to work with your numbers you input.

The spreadsheet will work with the macros disabled. However, clicking the "Chart Data" button will bring up a message telling you that you must enable the macros to proceed. The message will also tell you to close and reopen the HgToolkit. The program will automatically assign itself a numerical name and save to a folder (usually My Documents) determined by your computer.

If you wish to use the spreadsheet only in the macros disabled mode, it is best to "save as" to a location of your choice. To utilize the charting function, you may do so by reopening this new document, but you must enable the macros to chart your data.

Before charting your data yourself, sort your data using the "sort data" button, then use the Chart Wizard(r). Highlight the "Source Class", "Class Total" and "Cumulative %" columns and click on the chart wizard icon on your toolbar. Choose the "Custom Types" tab, and select "Line Column on 2 Axes". Click on "Next" and finish your chart by following the prompts in the chart wizard.

If you choose to utilize the HgToolkit with the macros enabled, and you chart your data with the "Chart Data" button you must rename the sheet titled "Chart Page 1" that has been added to your workbook before you save your work. This will avoid any errors when you choose to use the "Chart Data" button again on page one.

To rename a sheet within a workbook, left click on the sheet tab at the bottom of the sheet to highlight it, and then right mouse click to bring up a "shortcut" menu. Choose "rename" from this shortcut menu, type in a new name, and hit the enter key. For example: Hg_05312002

Pages 1, 2, and 3 of the Tool Kit have been set-up to print on "Legal" size paper and the Grand Totals page has been set-up to print on "Letter" size paper, so that the spreadsheets fit entirely on separate pieces of paper. To print the spreadsheet when you're ready, simply use your standard means of printing (i.e. print icon on your toolbar).

The Removal sheet is for tracking the removal of Hg from your facility over a period of time. Enter the dates of Hg removal in the appropriate columns and the formulas will calculate % removed and grams remaining, if any. The formulas have been tested and are functional.

****NOTE**** **The HgToolKit features will not work if you add or delete any columns or rows due to the formulas contained within!** If you want to print certain column & row data, copy the desired area and paste it into a new sheet. Then manipulate the new sheet data layout to accommodate your page/printer margins. Also, do not add or delete any columns and/or rows. The sorting and charting features have been set-up according to the layout of the existing spreadsheet and it's formulas. Changing the layout may cause the formulas to work incorrectly, resulting in a "#REF" error.

Finally, the HgToolkit is "read-only" therefore, if you make any changes to the spreadsheet you will need to save your work using the "File", "Save As" feature. If you have question, concerns, and/or comments contact Mr. Steve Kubo at (916) 449-5684, or skubo@dhs.ca.gov for assistance.